

Form View

Records: 3

Sorted

Asset Management

Info

Close

View As Form

View As List

Reports

New Record

Delete Record

Find Record

Your Own Button

Your Own Button

Asset

3

Asset ID

Computer

Item

486/50

Model

3939382

Serial No.

Office Furniture

Category

Picture

Assignment

Darren Smith

Assigned To

M-S 723

Location

03/26/94

Date

Acquisition

The Computers Shop

Purchased From

03/22/94

Date Purchased

03/26/94

Date Placed in Service

Depreciation

5

Depreciation Life (years)

\$150,000

Cost

0:0

Remaining Life (years)

\$0

Book Value

\$150,000

Depreciation

100

Browse

FIG. 1

Asset Management							
Depreciation							
Item	Model	Serial Number	Dep. Life	Ren. Life	Cost	Book Value	Deprec.
Office Furniture					\$150,550	\$0	\$150,550
Computer	486/50	3939382	5	0.0	\$150,000	\$0	\$150,000
Office Chair	Posture Special	3343	4	0.0	\$275	\$0	\$275
Office Chair	Posture Special	3344	4	0.0	\$275	\$0	\$275
Grand Totals:					\$150,550	\$0	\$150,550

FIG. 2

Asset Management							
Depreciation							
Item	Model	Serial Number	Dep. Life	Ren. Life	Cost	Book Value	Deprec.
Category					Total Cost	Book Val	Total Dep
Item	Model	Serial Number	Dep. Life	Ren. Life	Cost	Book Value	Depreciation
Grand Totals:					Total Cost	Book Val	Total Dep
Page #1 Asset Depreciation Report							

FIG. 3

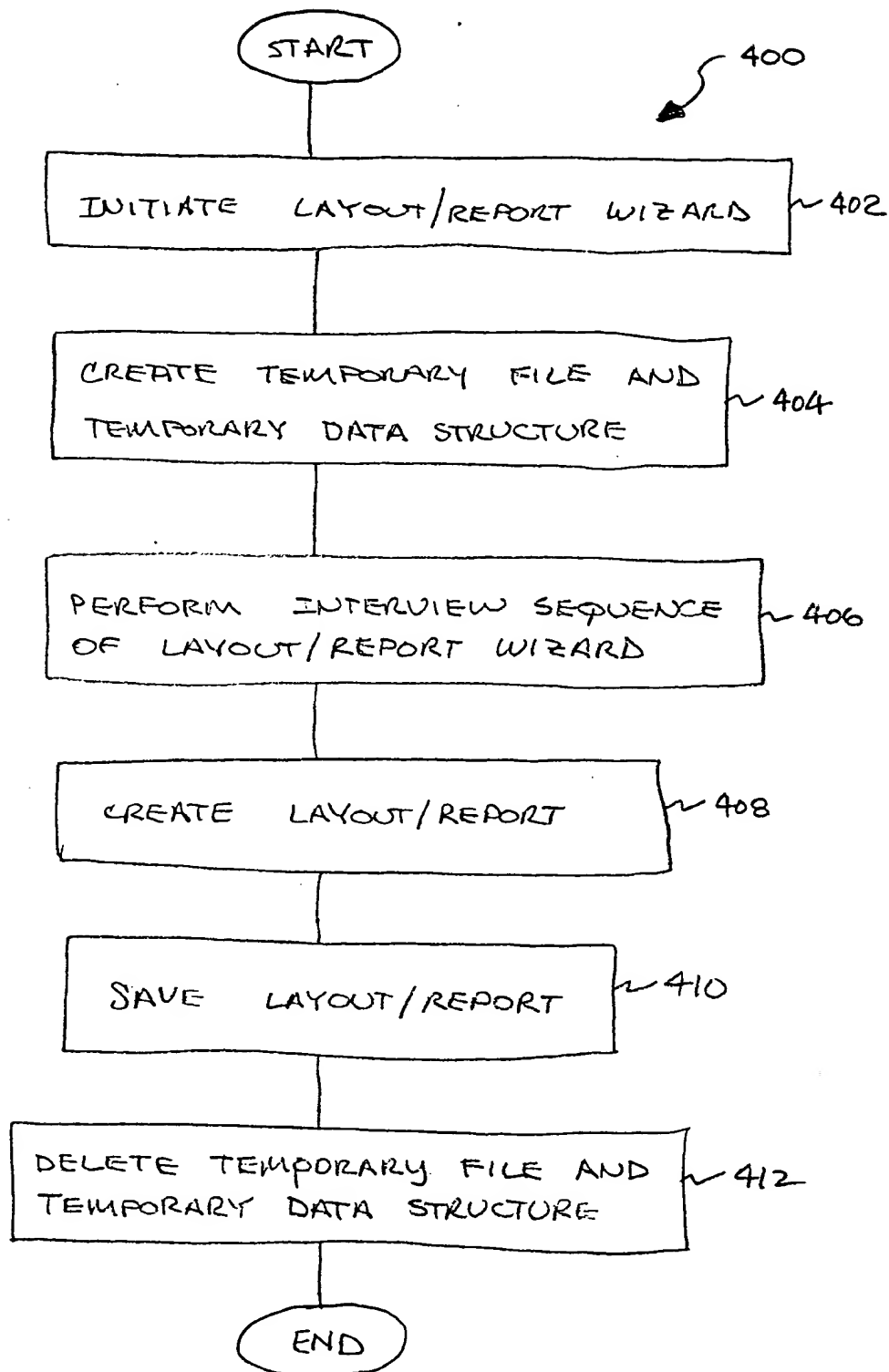
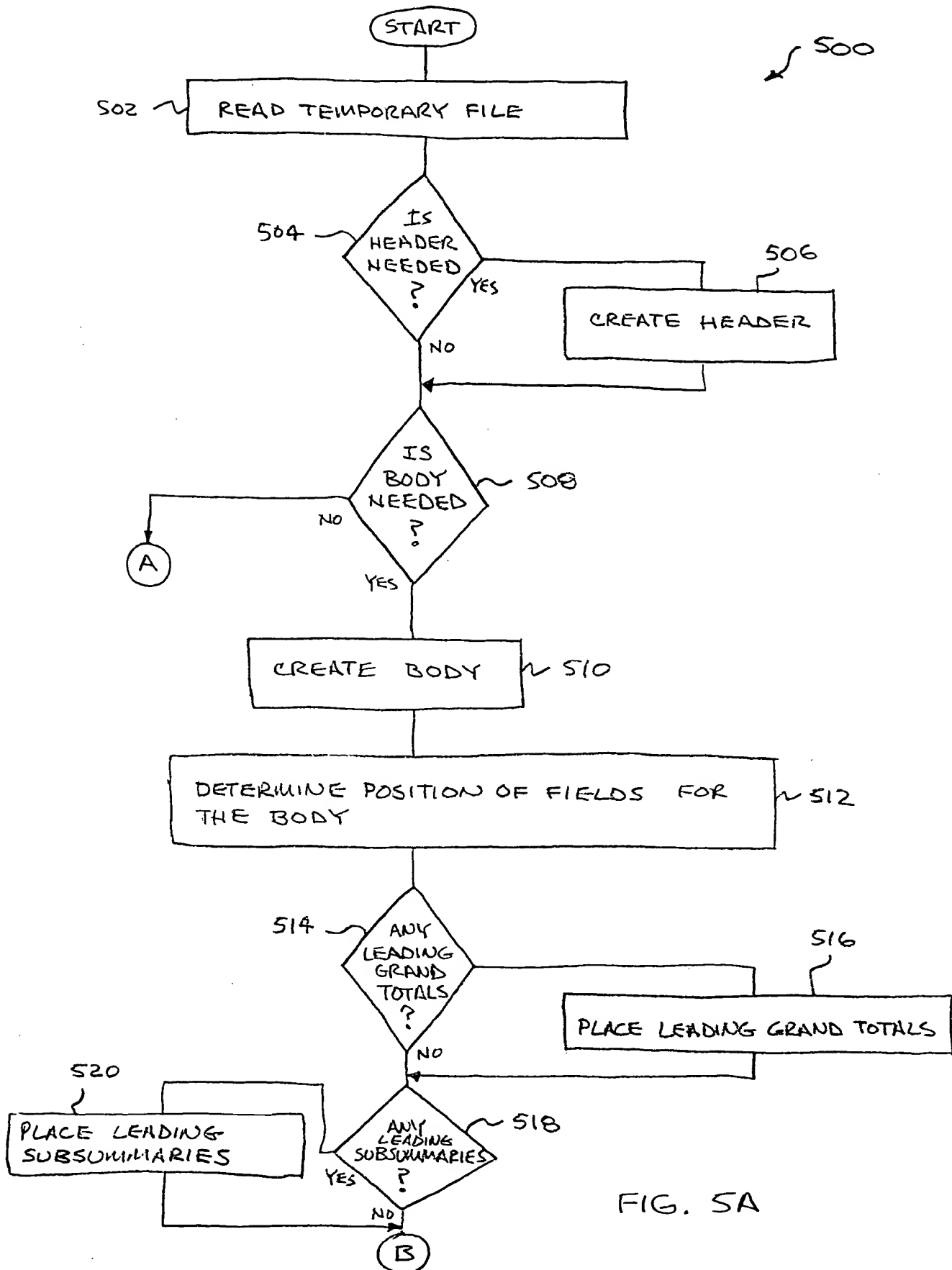
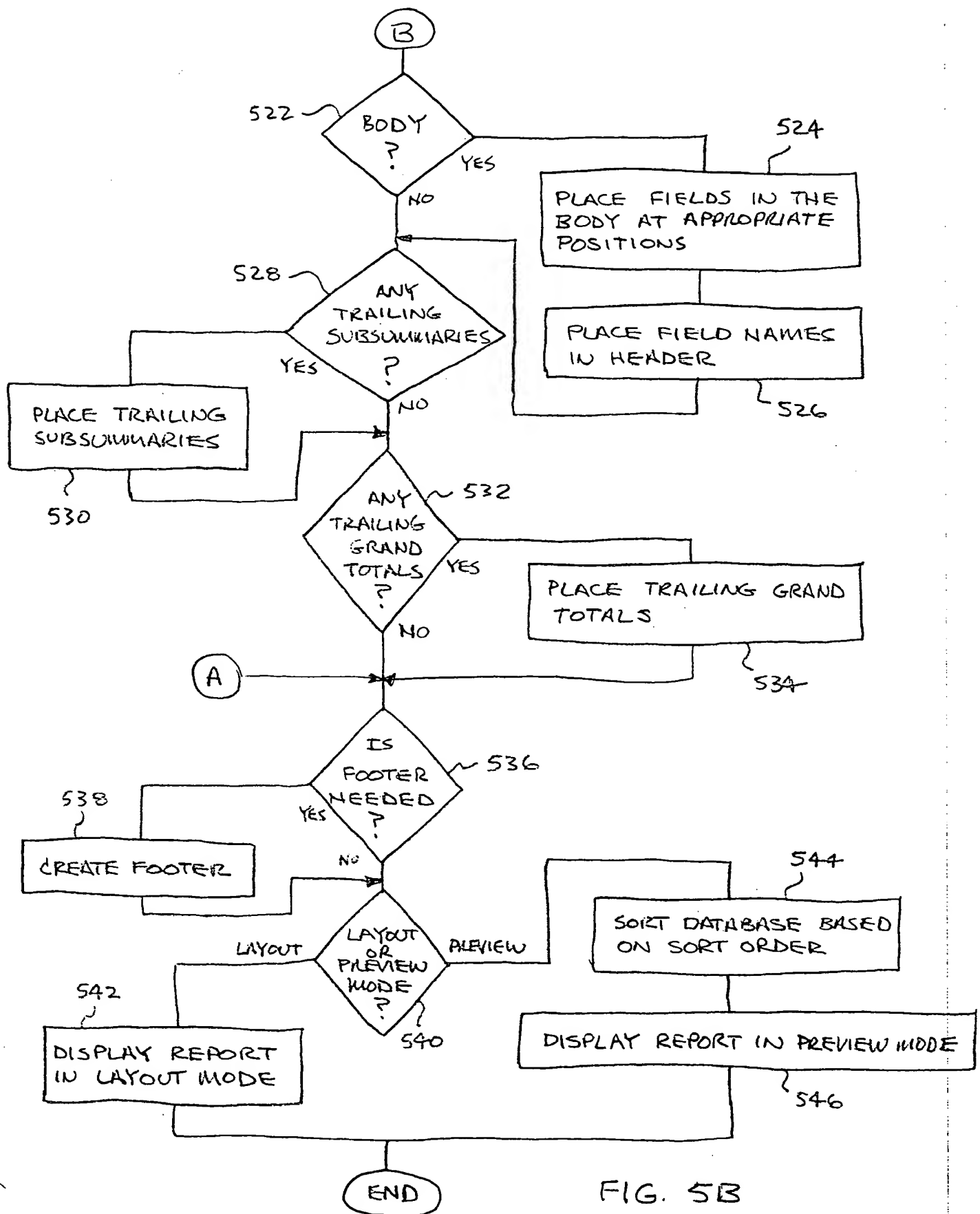


FIG. 4





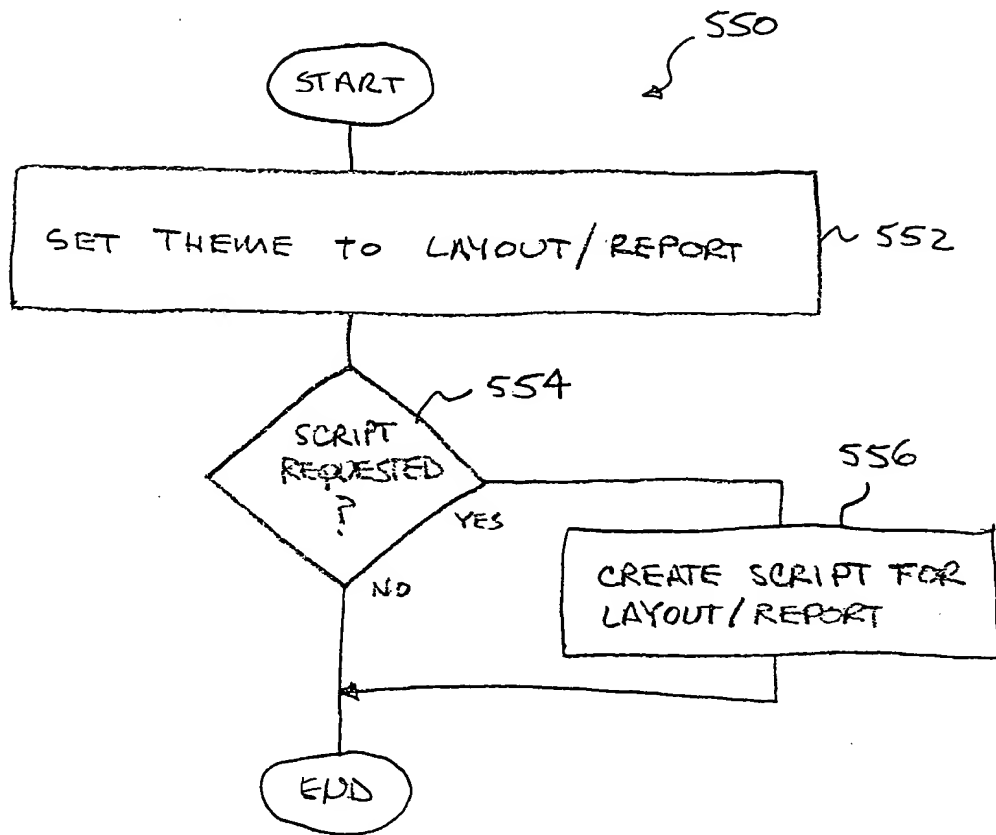


FIG. 5C

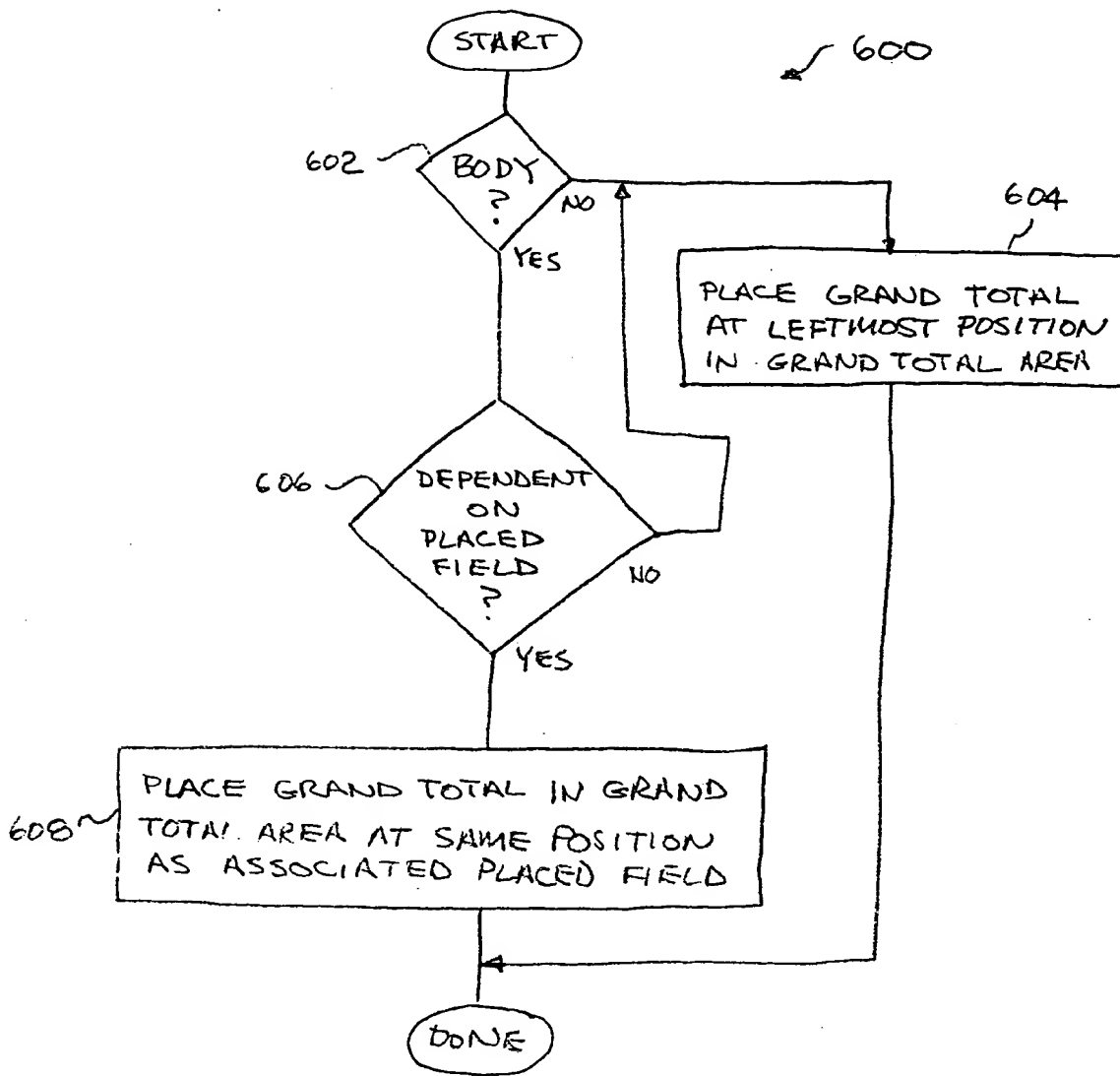


FIG. 6

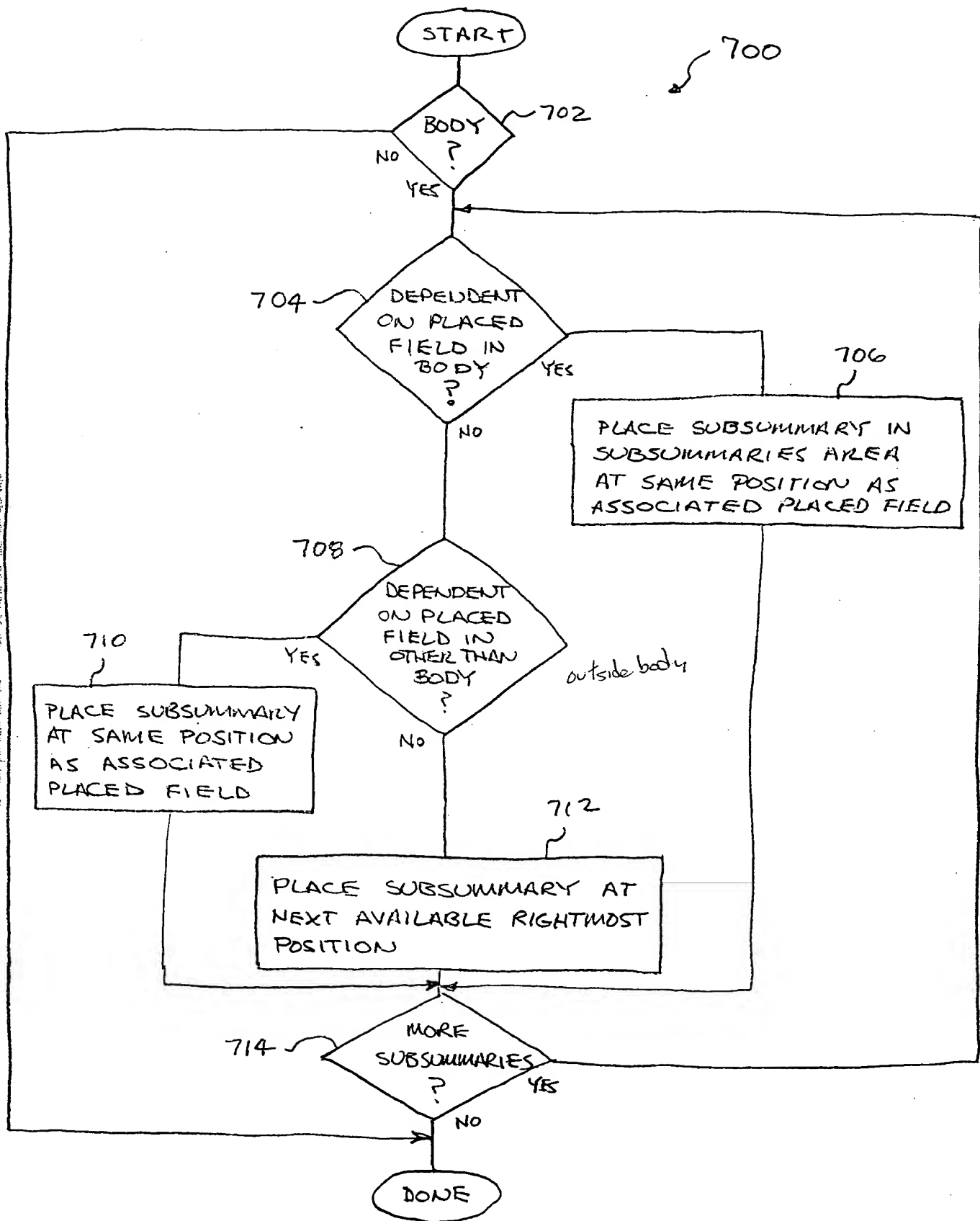


FIG. 7

800

New Layout/Report

Create a Layout/Report

Layout Name: ☒ Include in layout pop-up menu

Select a layout type:

- Standard form
- Columnar list/report
- Table view
- Labels
- Envelope
- Blank layout

Shows one record at a time. Fields appear on separate lines. The field label is on the left and the field data is on the right. Good for data entry.

FIG. 8

900

New Layout/Report

Choose Report Layout

☒ **Columnar List/Report**

Sets up a simple columnar report. The fields you specify appear left to right across the body of the layout, with field labels as column headings. If there are many fields, they will extend beyond the right page margin.

☐ Constrain to page width

☒ **Report with grouped data**

Sets up a complex report in an extended columnar layout. Grouping records lets you summarize your data by any field, such as region or month. Select either or both of the checkboxes if you want to total group data.

☐ Include Subtotals

☐ Include Grand Totals

902

FIG. 9

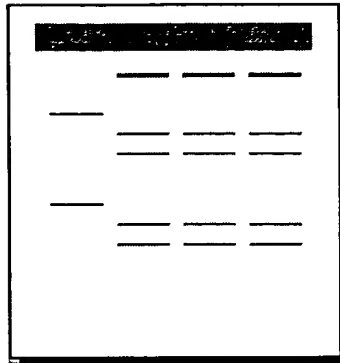


FIG. 10A

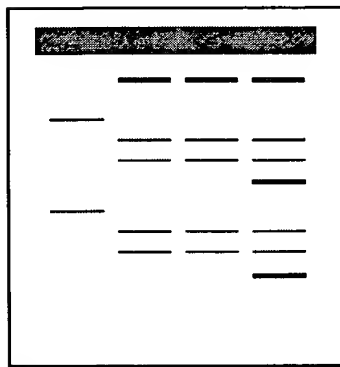


FIG. 10B

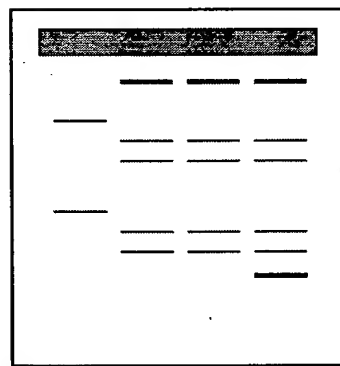


FIG. 10C

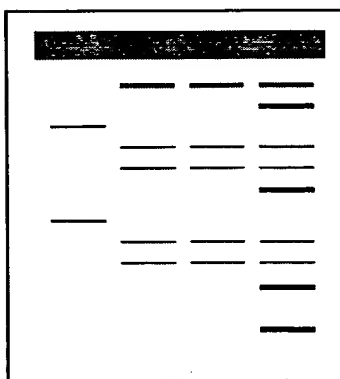


FIG. 10D

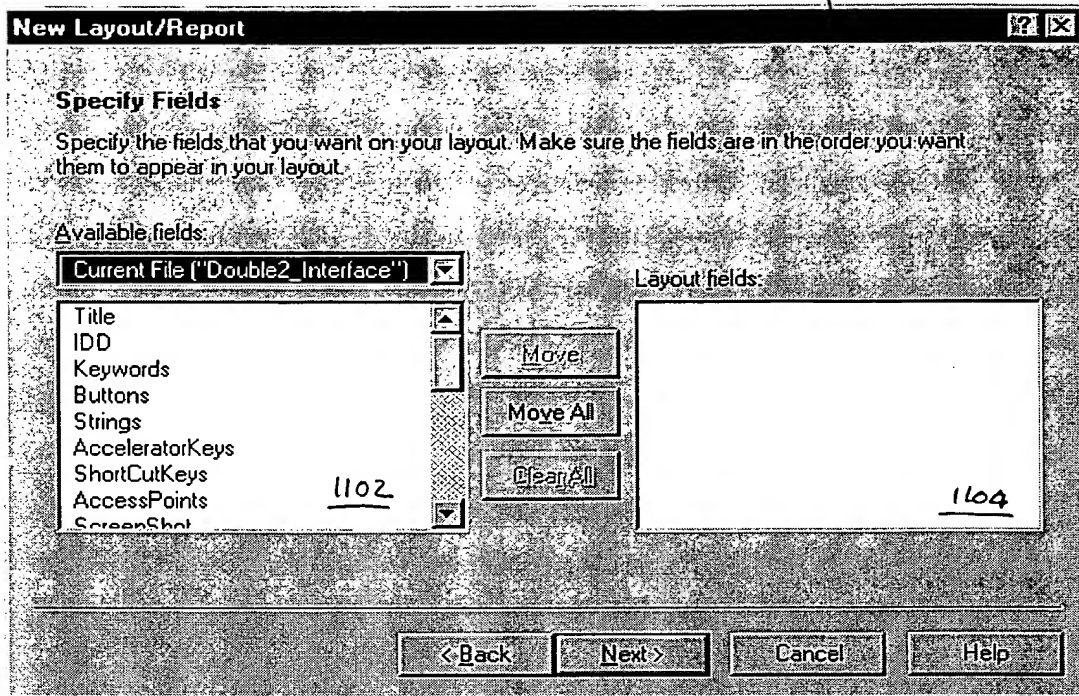


FIG. 11

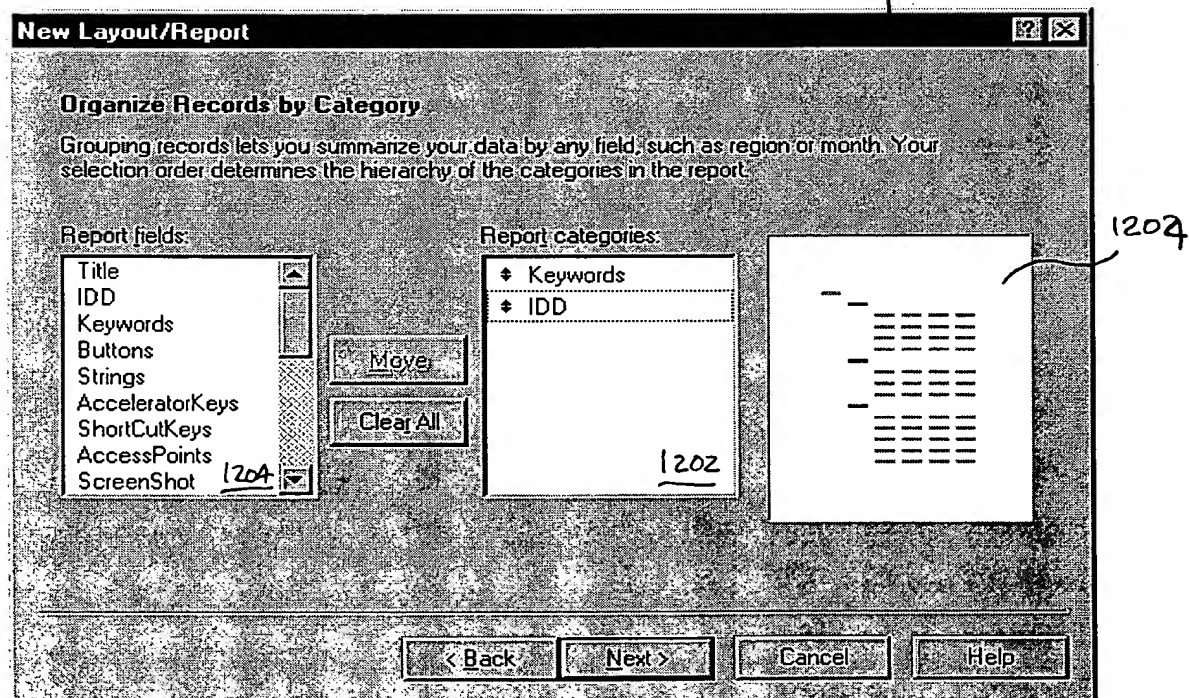


FIG. 12

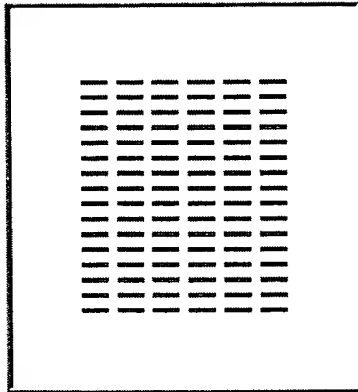


FIG. 13A

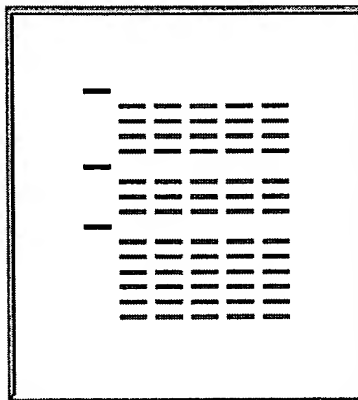


FIG. 13B

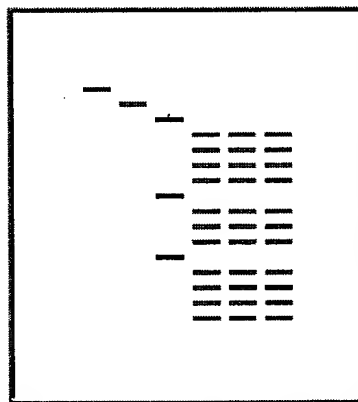


FIG. 13C

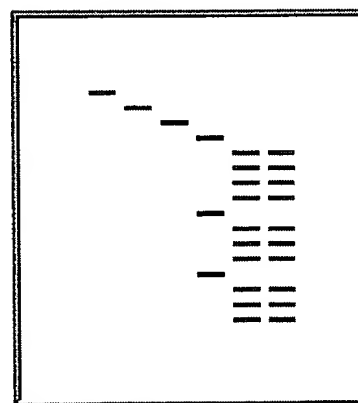


FIG. 13D

1400

New Layout/Report

Sort Records

Your report will be sorted first by the categories you have chosen. Specify any additional fields you want records sorted by.

Report fields:

- Meal Selection
- Beverage
- Main Course
- Side Dish
- Dessert_Coffee
- Starter Copy
- main course count

Move

Clear All

Sort order

- Meal Selection
- Beverage

☒ Ascending order

☐ Descending order

☐ Custom order based on value list

<unknown>

< Back

Next >

Cancel

Help

FIG. 14

1500

New Layout/Report

Specify Subtotals

Select (or create) summary fields for each field you want to summarize. You can display subtotals above and/or below the groups of summarized records. After you make each set of choices, click Add Subtotal. You can add more than one subtotal.

Summary fields:

Category to summarize by:

Subtotal placement:

Create Summary Field...

Keywords

Below record group

Add Subtotal

Remove Subtotal

Subtotal(s)

total accelerators	Keywords	Below record group

< Back

Next >

Cancel

Help

FIG. 15

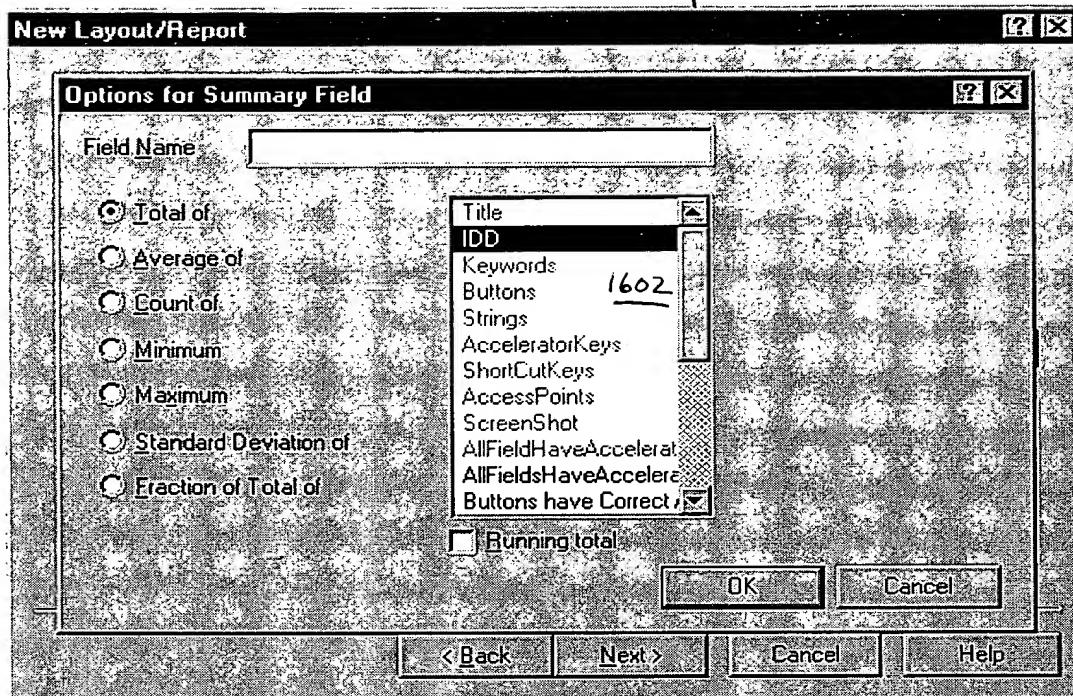


FIG. 16

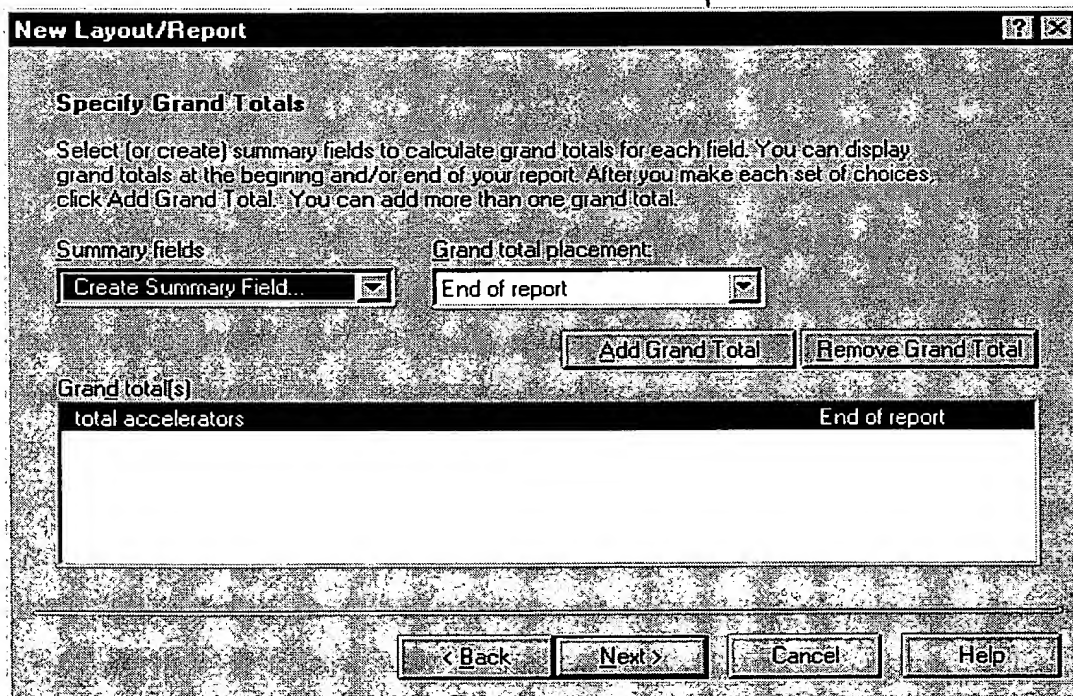


FIG. 17

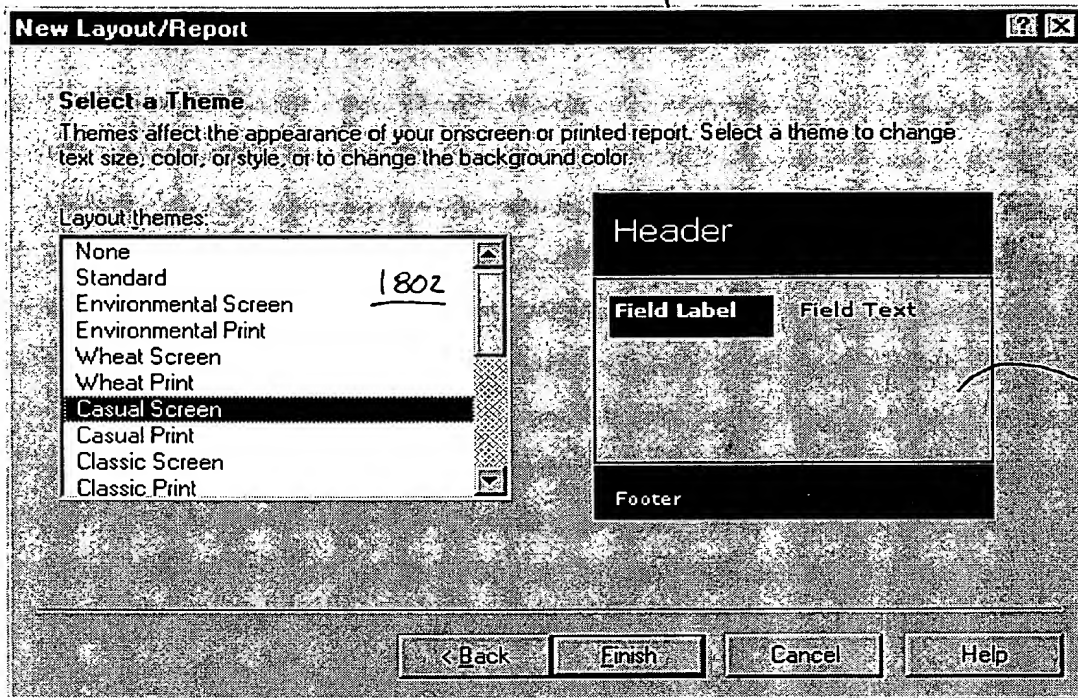


FIG. 18

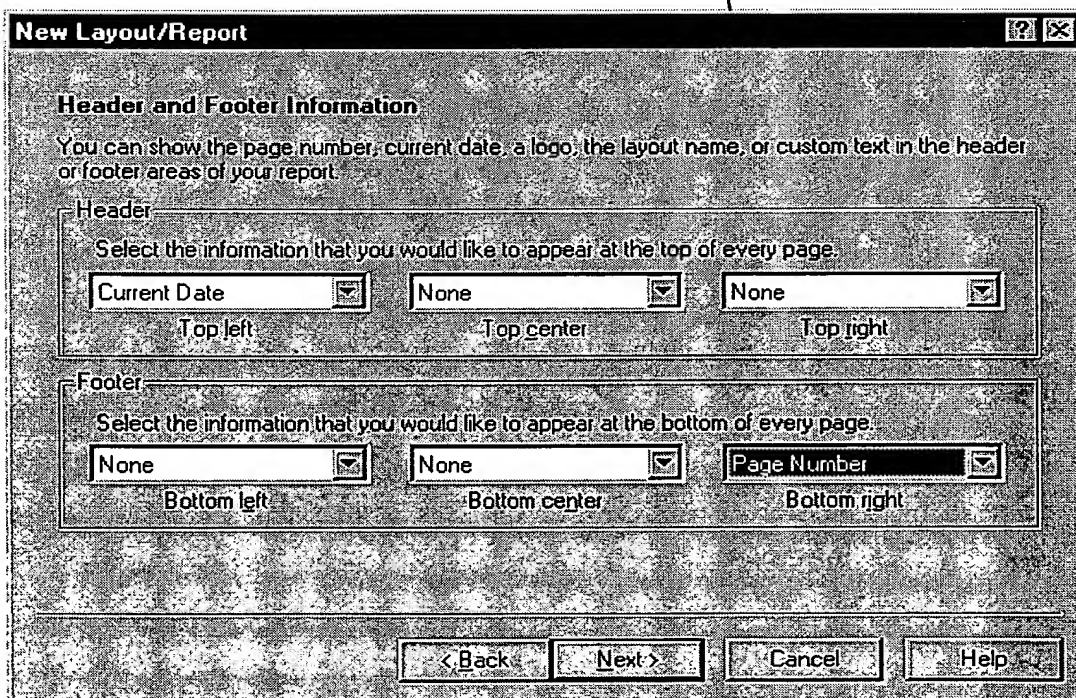


FIG. 19

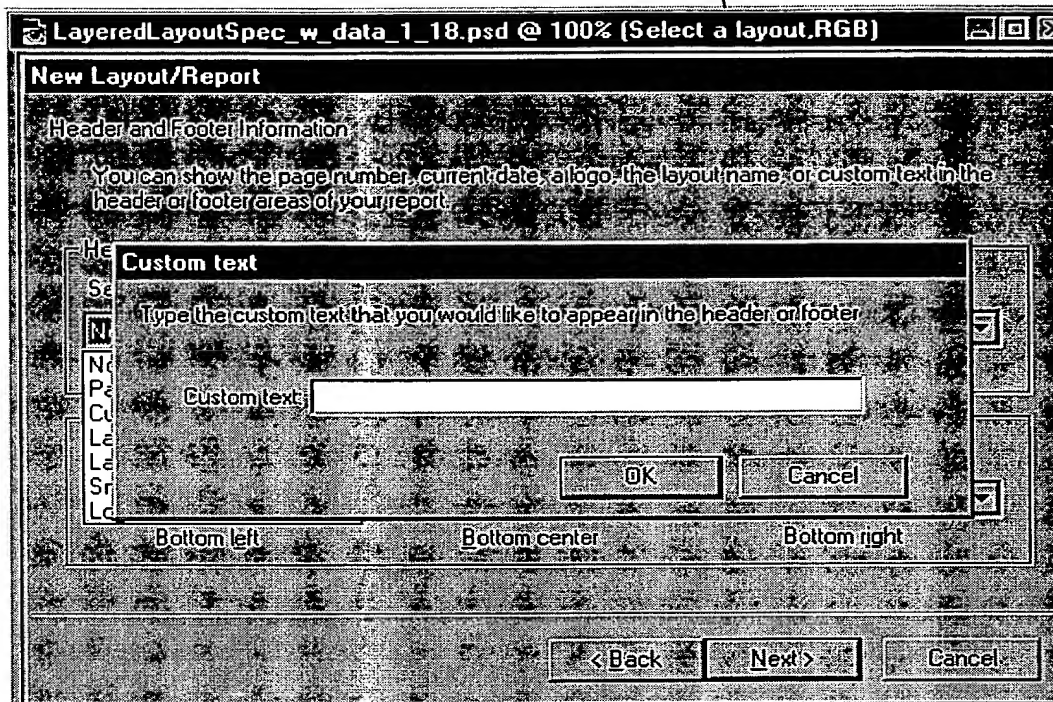


FIG. 20

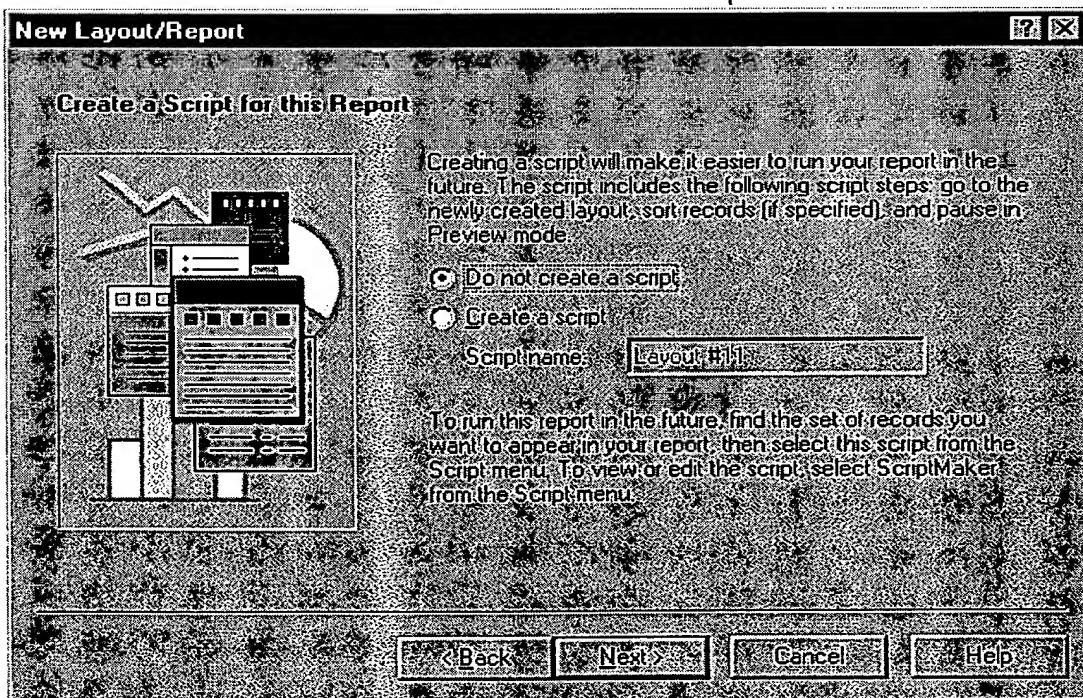


FIG. 21

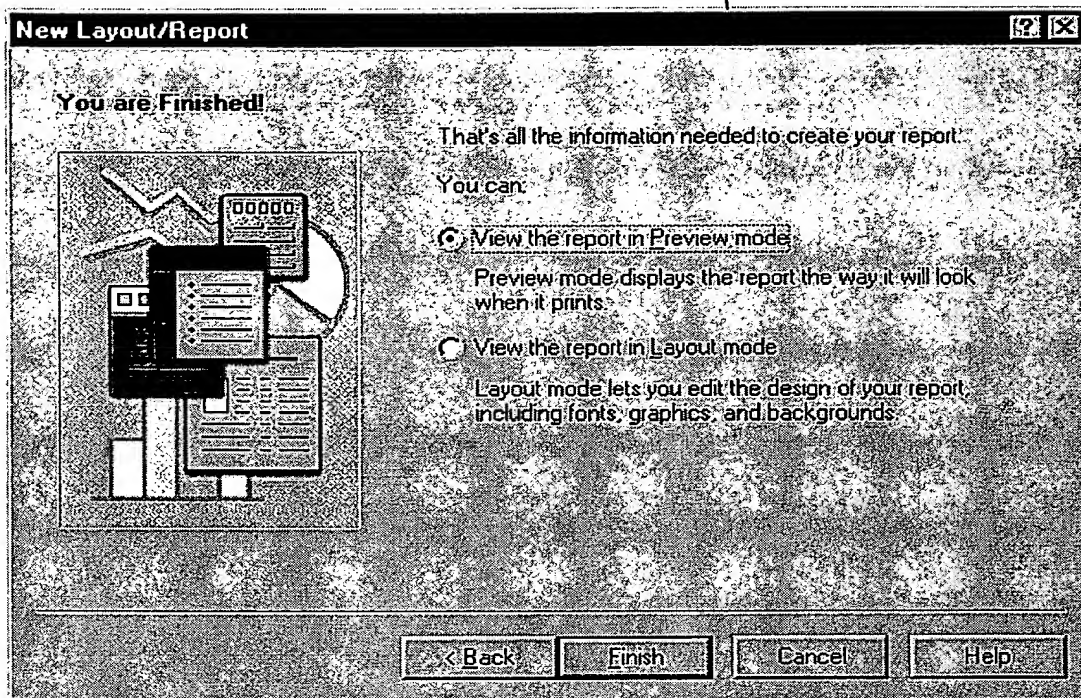


FIG. 22

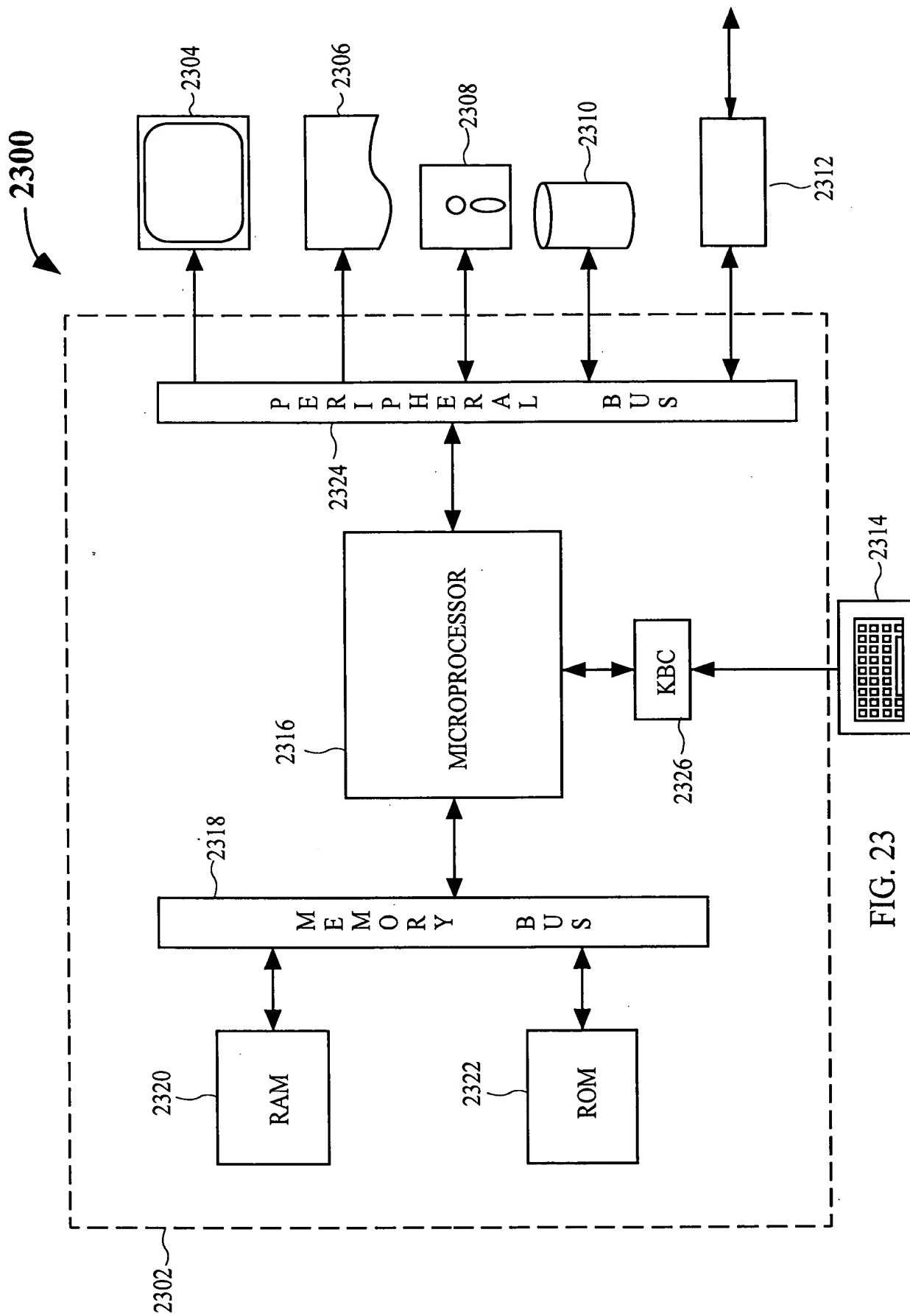


FIG. 23